

DAYTONA AREA SERVICE COMMITTEE POLICY

Travel Policy

Purpose

The primary purpose of a Travel Policy is to create guidelines to provide oversight, enhance accountability and transparency of all financial matters regarding travel of the DASC. In keeping with the spirit of our 12 Traditions, 12 Concepts and the Guide to Local Service. ~~Eleventh Concept— NA funds are to be used to further our primary purpose, and must be managed responsibly. The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability.~~

Intent & Purpose: No addict with the willingness to serve be excluded because of his or her financial situation.

Trusted Servants who travel at the direction of the ASC shall have all necessary and reasonable expenses paid. These may include:

1.) Transportation

- Compensation for use of a personal vehicle shall be no more than one half (1/2) of the current IRS Standard Mileage Rate for business miles driven over 50 miles from ASC meeting place. ~~up to \$300.00 total, whichever comes first, for combined travel amongst all trusted servants~~ This rate is up to \$300.00 total for all combined travel amongst trusted servants. ~~The reimbursement will be for only the miles driven over the first 50 miles.~~
- Tolls
- Parking (limited to the destination hotel)
- ~~Bus fare~~ Other Transportation (i.e. Taxi, Uber, Bus, Lyft, etc.) (not to exceed the same cost of 1/2 of the current IRS Standard Mileage Rate.)

2.) Lodging

- ~~Room rates not to exceed \$120.00 a night— one male room, and (only when/if necessary)— one female room.~~
- Room rate reimbursement is based on the DASCNA Administrative Committee lodging budget each year, which is approved by the DASCNA.
- The DASCNA Treasurer shall make lodging arrangements in advance in accordance with the DASCNA approved Administrative Committee budget.
- Friday night room for RCM 1&2 and H&I and PR Sub-Committee Chairperson to attend the Saturday RSC Area Support Group & Fellowship Development Group, providing RSC is over 100 miles from the ASC meeting place.
- Saturday night room for RCM 1&2 to attend Regional Service Conference.

3.) Meals

- ~~Not to exceed \$15.00 per day.~~
- Meal reimbursement is based on the DASCNA Administrative Committee lodging budget each year, which is approved by the DASCNA

An estimated advance of funds shall be made upon request. The acting RCM shall submit receipt for reimbursement for transportation and meals according to the Disbursement policy.

~~Each Trusted Servant shall submit a detailed expense related report on the Check Request Form, along with all receipts, and return any unused advanced funds at the next ASC meeting.~~

It is the responsibility of the traveling trusted servant to make the most efficient use of Fellowship funds.

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Financial Policy

Purpose

The primary purpose of a Financial Policy is to create guidelines to provide an oversight, enhance accountability and transparency of all financial matters of the DASC.

In keeping with the spirit of our 12 Traditions and 12 Concepts and the Guide to Local Service.

Fourth Concept – Effective leadership is highly valued in Narcotics Anonymous.

Leadership qualities should be carefully considered when selecting trusted servants.

Eighth Concept – Our service structure depends on the integrity and effectiveness of our communications.

Eleventh Concept – NA funds are to be used to further our primary purpose, and must be managed responsibly. The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability.

ASC Financial Responsibility

The DASCNA will be responsible for ~~assuming the costs of printing meeting schedules, maintaining a centralized location for storage of subcommittee supplies~~ oversight of subcommittee expenditures as reported in the monthly Treasurer's report.

Subcommittee's financial accountability is determined by the groups during budgeting period of the ASC.

Fiscal Year and Month

The DASC shall keep its accounts on the basis of a fiscal year beginning on January 1st and ending on December 31st. Similarly, each fiscal month shall begin on the first day of the month and end on the last day of the month.²⁶

Budgets

Each ASC standing subcommittee and each Area trusted servant shall prepare an annual budget stating in detail all proposed expenditures and all proposed income arising from or related to the function of the committee and trusted servant. Proposed expenditures should be divided into two sections, the first stating those expenditures required by ASC policy and the second any additional expenditures proposed at the discretion of the committee or trusted servant. Each budget should also include the previous year's approved budget amounts. Budgets shall also include a listing of the previous year's actual expenditures for comparison. These budgets should be submitted to the ASC at the November meeting. Any new line item expenditures must be brought to the ASC in a motion form and approved by the groups.

Prudent Reserve-Operating Expense

The Treasurer shall calculate the ~~prudent reserve as one eighteenth of the total amount of all annual budgeted expenditures~~ operating expense set at three times the monthly budgeted amount for the entire area. (In another words, the prudent reserve is one and one half month's average expenses.) In cases where a subcommittee or trusted servant's budget has not been approved, the Treasurer, in calculating the ~~prudent reserve~~ operating expense shall use either the proposed budgeted amount or the amount of the prior year's actual expenditures, whichever is smaller. As budgets are approved or modified by the ASC, the Treasurer shall adjust the ~~prudent reserve~~ operating expense during the fiscal year.

Special Reserves

Special reserves may be established only by the ASC, for future events or purchases that are not included in the current fiscal year budget. Recommend to delete, as it does not seem to have practical application. This has never been utilized.

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Disbursements

~~The Treasurer shall make disbursements for specific line items of the approved budgets as the need arises, but no moneys will be disbursed without a written receipt or verified invoices. The Treasurer shall also make disbursements at the specific direction of the ASC. All ASC officers and Subcommittees are required to submit: 1.) Amount of funds disbursed from ASC; 2.) Total income if necessary; 3.) Line item costs with receipts; 4.) Deduct costs from income if necessary; 5.) Profit / loss if necessary; 6.) Funds coming back to the ASC.~~

Money will be disbursed in two ways: 1) If a designated trusted servant of DASCNA purchases a budget item for the ASC or a subcommittee out of pocket, receipts are submitted to the Treasurer and funds will be reimbursed; 2) A designated trusted servant of DASCNA may submit a check requests for a budgeted item to the ASC Treasurer. The designated trusted servant will then provide a financial report to the ASC Treasurer with the following information: 1) Amount of funds disbursed from ASC; 2) Total income if applicable; 3) Line item costs with receipts; 4) Deduct costs from income if necessary; 5) Profit/loss if necessary; 6) Funds being returned to the ASC Treasurer within 72 hours of the event.

Transactions

All financial matters shall go to the Treasurer before going to the groups. All transactions of the ASC, over \$20.00 will be in the form of a money order or cashier's check.

Financial Emergencies

If a request payment would reduce the balance of ASC funds below 40% of the ~~prudent reserve~~ operating expense, the Treasurer shall inform the Chairperson and Administrative Committee of the ASC and all ASC subcommittees and trusted servants that a financial emergency exists. The financial emergency will continue until the balance of the ASC funds reported at an ASC meeting rises to 60% of the ~~prudent reserve~~ operating expense. During a financial emergency, no subcommittee or trusted servant shall expend any funds or enter into any agreement requiring the expenditures of funds without the specific approval of the ASC.

Financial Statements

~~The Treasurer shall prepare a monthly financial statement, in writing, showing all receipts and expenditures for the fiscal month and the fiscal year to date. The statement shall break down expenditures by budget line item and provide totals for each subcommittee and trusted servant. Current approved annual budget amount should also be shown. If no budget has been approved, the amount included in the prudent reserve calculation shall be stated. The Treasurer will include in each monthly report, a redacted version of the monthly bank statement showing account balance. The statement shall break down expenditures by budget line items and provide totals for each subcommittee and trusted servant. Current approved annual budget amount should also be shown. If no budget has been approved, the previous years approved budget will be used.~~

Fund Flow

The Area will forward funds to the FRSC above ~~prudent reserve~~ operating expense quarterly, in February, May, August, and November.²⁷ Prior to the close of each fiscal month, the Treasurer shall determine the Area's financial position. The following are the calculations that will determine fund flow.

- Add income to the current month's opening balance.
- Subtract any expenditure made during the month.

Subcommittee Funding

All funds generated by an ASC subcommittee over and above the subcommittee's prudent reserve, excluding the Convention Committee, shall be turned over to the ASC Treasurer at the next ASC meeting following the event or to the Treasurer within 72 hours of the event.

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Funds Held by the Convention Committee

As suggested by the Convention policy and guidelines, certain funds are held by the Convention Committee for expenditures at the direction of that said committee. In every respect, these funds are to be handled and accounted for in the same manner as other area funds. The Convention Committee Treasurer shall provide the ASC with a monthly statement which will include itemized payments, income and balances.

Funds Held by the Activities Committee

~~As presented by the activities policy and guidelines, funds are held by the activities committee for expenditures at the direction of that said committee. In every respect these funds are to be handled and accounted for the same manner as other are funds. The activities committee shall provide the ASC with a monthly statement which will include itemized payments, income and balances. This will likely be presented by the Activities committee chair.²⁸~~

Tax Reporting

- For tax reporting purposes, the Daytona fiscal year shall be from June 1 to May 31²⁹
- ~~For tax reporting, the area treasurer, Activities treasurer, and DACNA treasurer will all provide, at the direction of the area's tax representative, all expenditures and revenues. This report will be provided to the tax representative by July 31st of each year.³⁰~~
- For tax reporting, the area Treasurer and DACNA Treasurer will provide, at the direction of the Area's tax representative, all expenditures and revenues. This report will be provided to the tax representative by July 31st of each year.

Tax Exempt Certificate

The Tax-Exempt Certificate will be made available to all DASC Sub-Committees, DACNA and other ASC trusted servants to utilize the tax-exempt status benefits.

This Financial Policy is the guideline for all Administrative and Subcommittee Policies when it pertains to finances.

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